



Time & Absence Working Group

Date 10/10/23

Meeting Time: 11:00 – 12:00 AM

Attendance:

Berry, Sharissa	Portales, Ninette	Tschatschula-Jones, Elizabeth	Gomez, Christina
Vibbert, Lisa	Pierce, Octavia	Wise, Melony	Wilson, Dawn Ann
Santo, Dawn	Patrick, Karol	Toller, Patti	
Gibson, Betty	Bryan, Natalie	Tykal, Doris	

1. Review Open Action Items

- Alerts/Notification from reports of employees with 220+ hrs. FLSA time off. Completed 8/31/23
- Project Account report- Completed 8/31/23
- Change Job BP Absence Partner To Dos- HAC vote 10/17
- Termination BP Absence Partner To Dos- HAC vote 10/17
- Custom reports Workers on Leave, Workers Returning from Leave and Workers Returned from Leave- HAC vote 10/17
- Absence Notifications- HAC vote 10/17
- FMLA Software RFP- HAC vote 10/17

2. Discussion Areas:

- Workday Release- New Absence Calendar functionality- Optional now, expected to replace current functionality eventually.
 - Uses pop up windows instead of new pages like current functionality
 - Question about being able to prevent certain time offs being used for unapplicable reasons
 - Possible to add warning validation
 - Question about adding comments to time offs after they were approved
 - Time off BP doesn't allow comments after completion
- Request to change the messages related to required comments
 - Can the error message the employee gets if they don't include **comments** for "Other Emergencies" be updated? Insert: In addition to exhausting vacation and compensatory leave it will require the Department Head's approval for up to 5 days (40 hours) and the VP or Dean for 6-10 days).
 - Does this apply to all Other Emergencies Time Off use?

- Some members reported that it does not apply to their policy
- Ask to see if it is possible to include a link to system policy
 - Change wording of validation to “Please see section 2.5 of System Regulation 31.03.03 for information regarding use. Additional approvals may be required in advance, please contact your Absence Partner.”
- Vote for requiring certifications for other emergencies
 - 3 votes in favor, 4 opposed
 - All in favor of Opt in/Opt



Error

1. Page Error

- The comments field was left blank. **Comments are required when you select Other Emergencies Time Off.** Please enter comments and then select Submit.

- For Death of a Family Member time off, can comments be required opt in
 - 5 votes in favor
 - Message decided by group: “Please add the relationship of your family member in the comments. Additional approval may be required.”

3. Next Steps and Action Items

- HCM Advisory Council approvals
- Opt in/Opt out decisions from HROs
- Configuring updates
- Next meeting: December 12th, 2023